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ABSTRACT

A footnote to state legislation provided an opportunity to examine the extent to which joining Wyoming's libraries might better serve the needs of those who depend on library services. The footnote designated an appropriation of $20,000 to evaluate the feasibility of merging the state library and the university library by: (1) reviewing the space requirements of the state library and recommending approaches for reducing space requirements; (2) providing for the continuation of all state library functions at the current or enhanced levels; (3) determining the status of federal funding if a merger is accomplished; and (4) assessing the feasibility of transferring the location of the state library. The committee concluded that an independent state library is essential, but the current institution must undergo fundamental changes in its scope and role. Both a changed and strengthened state library and a major University of Wyoming library, working with other libraries in the state, are imperative. Through cooperative but separate leadership, strengthened networking, and more effective resource sharing, the two libraries can help to assure proper library development in Wyoming. Each has a separate mission; together they are complementary. (SD)

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A Study of

THE FEASIBILITY OF MERGING THE STATE LIBRARY AND UNIVERSITY LIBRARIES

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Executive Summary pg. 19

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A STUDY
of the
FEASIBILITY OF MERGING
the
STATE LIBRARY and UNIVERSITY LIBRARIES

A Report to the Wyoming State Legislature

October 1989

ACKNOWLEDGMENTS

The committee appointed to study the feasibility of merging the State Library with the University Libraries wishes to acknowledge the work of the State Library, Archives, Museums and Historical Board in the development and improvement of library services for the citizens of Wyoming and urges the Board's continued involvement in the future of library services in the state.

The committee wishes to further acknowledge:

--the work of the task forces on implementation of the State Library Long Range Plan;

--the openness of the State Library staff toward making changes in the role and scope of the agency;

--the responsiveness and concern of the Wyoming library community;

--the responses and support from governmental employees and elected officials; and,

--the support and concern from the citizens of Wyoming.

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I.

INTRODUCTION AND OVERVIEW

Wyoming citizens care about their libraries. Whether public, school, academic, special or government, libraries are viewed as part of the essential fabric of a modern and literate society. Libraries in Wyoming and across the country, however, are confronted by inevitable transformation from traditional book collections to information agencies more dependent on networking and resource sharing to provide a broad array of information resources and services demanded by the public. While the following legislative footnote may be debated, it has provided an opportunity for an examination of the extent to which Wyoming's libraries may accomplish such a transformation to better serve the needs of all those who depend on them.

Text of the Legislative Footnote

> Up to twenty thousand dollars ($20,000.00) is appropriated from the GnMA account II (04-004-041) to the University of Wyoming library, which shall form a committee to study the feasibility of a merger of the state library with the university library and report its conclusions to the legislature no later than December 31, 1989. The committee shall consist of the university librarian, one (1) member of the state library, archives, museums and historical board, one (1) member of the state library advisory council, one (1) member of the Wyoming library association, one (1) legislator and two (2) librarians at large. The study shall:
>
> (i) Review the space requirements of the state library and recommend approaches to reducing space requirements,

(ii) Provide for continuation of all state library functions at the present or at enhanced levels,

(iii) Determine the status of federal funding if such a merger is accomplished, and

(iv) Determine the feasibility of locating a branch of the state library at Cheyenne and transferring the location of the state library to Laramie.[1]

The committee appointed to study the feasibility of a merger of the Wyoming State Library with the University of Wyoming Libraries appreciates the opportunity to report its conclusions to the Legislature. In undertaking the charge from the footnote, the committee was not only cognizant of legislative interests, but also of citizen needs--that every citizen of Wyoming needs library and information services. These needs require a diversity of easily accessible library resources and services, a fact that was reinforced throughout the study.

The committee concluded that an independent State Library is essential, but the present institution must undergo fundamental changes in its scope and role. In view of the footnote, both a changed and strengthened State Library and a major University of Wyoming library, working together with other libraries in the state, are essential. Through cooperative but separate leadership, strengthened networking, and more effective resource sharing, the two libraries can help to assure proper library development for Wyoming. Each has a distinct and essential mission; together they are complementary.

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[1]Chapter 89, Section 067, Footnote 3, 1988 Wyoming Session Laws as created by Chapter 267, 1989 Wyoming Session Laws.

The Purpose of the University Libraries

"The Purpose of the University of Wyoming Libraries is to collect, organize, distribute, interpret and preserve collections designed to meet the present and future scholarly and informational needs of the University community; to provide access to information sources not available within the Libraries' collections; and to share the Libraries' resources with Wyoming citizens and others."[2]

Purpose of the State Library

"The purpose of the Wyoming State Library is to ensure that Wyoming citizens have equal access to information through providing

* services to enhance the ability of Wyoming libraries to serve their clientele;
* direct information services to elected and appointed state government officials and employees;
* facilitation of library development statewide and coordination of statewide library development;
* reflection of Wyoming libraries in regional and national information policy forums."[3]

These statements of purpose reflect the different driving forces behind the State Library and

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[2]"Toward the Year 2000: The University Libraries," The University of Wyoming, March 1989.

[3]"Final Report," Wyoming State Library Long Range Planning Committee. Adopted by the State Library, Archives, Museums and Historical Board, February 12, 1987.

the University Libraries. In the case of the State Library, it is prudent and appropriate that state government acknowledge its library and information needs and provide support for services designed to meet such needs in close proximity to the seat of state government.

The study committee acknowledges earlier strategic planning for the State Library and endorses the two major recommendations and basic concepts of the State Library "Long-Range Plan" (Appendix A):

(1) THE STATE LIBRARY SHOULD BECOME A CONSULTATIVE AND COORDINATING AGENCY FOR LIBRARIES IN THE STATE.

(2) THE STATE LIBRARY SHOULD BECOME AN INFORMATION SERVICE AGENCY FOR STATE GOVERNMENT.

The "Long Range Plan" continues to have broad support in the library community. Many of the considerations and recommendations in this report are predicated on the "Long Range Plan" and the committee supports its continued implementation by the State Library.

II.

THE STUDY PROCESS

The feasibility study included a probing review and analysis which began on March 23, 1989, with an advisory meeting in Rawlins to consider the implications of the footnote and to devise a strategy for conducting the study. Invitations were extended to 25 prominent people from the Wyoming library community to participate; 22 attended. At the Rawlins meeting, study committee members were designated through their respective constituencies cited in the footnote. A list of working assumptions was developed, a timetable adopted, and on April 21 the study committee met in an organizational meeting in Casper at the Natrona County Public Library. The group identified and compiled a list of areas to be examined during the study, including all areas of the State Library and parallel areas in the University Libraries. In addition, a list of people to be contacted in person or by correspondence was compiled. They included all State Library staff, relevant UW Libraries staff, county librarians, community college librarians, a contact in every school district, members of the State Library, Archives, Museums and Historical (SLAMH) Board, and many people in state government and the University with interest in Wyoming library development and services. Committee members compiled more than 1,100 pages of factual data from the areas studied and people contacted. The committee was confident in the completeness of the factual working file, realizing, of course, that the hearing process would add further definition and clarification.

On June 4-7, the study committee met at Ucross to discuss the factual material and develop and prepare a draft report which was distributed to everyone who had contributed to the study in any way up to that time or who had expressed an interest in the study. More than 200 copies of the draft report were distributed. In addition, copies were personally delivered and explained by

study committee members to Senator Kelly F. Mader (R-Campbell/Johnson Counties); Senator Winifred Hickey (D-Laramie County); Jerome W. Krois, Acting State Librarian; Mary B. Guthrie, Attorney General's representative to the SLAMH Board; Kenneth Erickson, Director, Department of Administration and Fiscal Control; Claudette Caldwell, Constituent Services Coordinator, Governor's Office; Richard H. Miller, Director, Legislative Service Office; the State Library staff; and the news media (Wyoming State Tribune, The Wyoming Eagle, The Laramie Daily Boomerang, The Casper Star-Tribune, KGWN, KTWO).

Public hearings were held in Laramie (July 17), Cheyenne (July 18), Casper (July 19), Gillette (July 20), Rock Springs (July 24), and Thermopolis (July 25). The hearings attracted 95 participants and 33 documented responses; in addition, a special State Library staff hearing was held on the afternoon of July 18 in Cheyenne.

The study committee reconvened at the Natrona County Public Library for a full day on July 26 to reconsider the draft report in view of the public comment. The committee reexamined the report's arrangement and organization, content for necessary expansion and clarification, and recommendations, concluding that the report was basically well conceived and conceptually sound. However, a more visionary recommendation is advanced in this final report to develop a stronger interlibrary loan (ILL) and reference service network in the state.

Throughout the process, regular update reports were sent to those who participated in the Rawlins advisory meeting, as well as to State Library staff and others who contributed to or expressed interest in the feasibility study. Committee members diligently invested many, many hours and hundreds of miles on the road to collect factual data, meet with concerned citizens, listen to advice, discuss the issues, and complete the study. Only through their dedication and the generosity of their institutions could the study have been completed in such a timely manner. Members of the study committee and their institutional affiliations are cited in Appendix B.

Without legislative funding, the study could not have been done.

All assessments and recommendations made by the committee in this report considered as a minimum the following evaluative criteria in the context of the four points of the footnote:

1. economic considerations
2. service implications
3. personnel requirements
4. space considerations
5. time frames for implementation
6. future needs

The committee notes at the outset that budget reductions are not recommended. Instead, this report focuses attention on the opportunities to develop and provide improved library programs for Wyoming within the constraints of currently available resources. The committee recommends that the State Library publish an implementation and evaluation plan for the report's recommendations within six months of its adoption.

III.

STATE LIBRARY SPACE REQUIREMENTS

(i) Review the space requirements of the state library and recommend approaches to reducing space requirements.

Both the State Library and the University Libraries are faced with critical facilities constraints. The Legislature is supporting the development of a major academic library program in Laramie, but at the present time there are no formal plans for new facilities to accommodate the rapidly expanding collections and services. State Library facilities are also inadequate, yet with continuing changes in role and scope, the Library could remain in its existing space which is conveniently located in the capitol complex. The committee recommends that approximately 30% (5,912 square feet) of the existing floor stack space at the State Library be freed for other use. Adequate space (14,539 sq. ft.) will remain for essential state library functions.

Initial downsizing of the general collection, as recommended in the "Long Range Plan" and initiated by the SLAMH Board on May 5, 1989, will free up a minimum of 1,054 square feet of the total 5,912 square feet identified. This should occur during calendar year 1990. The committee further recommends that the State Library continue the program of reducing space requirements by contracting responsibility for selected collections to other libraries in the state (similar to arrangements made for the genealogy collection located in the Laramie County Library), disperse duplicate material to other libraries, use new information technologies, and consider the use of high density shelving.

A change in the State Library's federal documents depository status from regional to selective (see Appendix C) and the massive withdrawal of materials over the next three years will

eventually release at least 4,648 square feet, assuming a reduction in federal documents holdings of at least 60%. In addition, storage of federal documents currently requires space in the Motor Pool for about 360 cubic feet of material, with another 2,140 cubic feet of material in the Archival Warehouse. The change in status to a selective depository will allow disposal of the stored material and release of the storage space for other use. The committee recommends that the State Library work with the Wyoming State Law Library to maximize the greatest potential access to their respective collections.

IV.

STATE LIBRARY FUNCTIONS

(ii) Provide for continuation of all state library functions at the present or at enhanced levels.

The committee identifies the appropriate roles and functions of the State Library as:

1. Consultation in library management and program areas relevant to:
   * public libraries
   * academic libraries
   * state institution libraries
   * state agency libraries
   * school library/media centers
   * special libraries
2. Coordination and leadership in areas such as:
   * interlibrary cooperative activities
   * state-wide library planning and research
   * development and maintenance of state-wide bibliographic databases
   * continuing education
   * grantsmanship
   * interagency and interstate service programs
   * contractual agreements
   * public relations/publications
   * services to the blind and physically handicapped

* recruitment and manpower development

3. Information service for state government:

* selective federal documents depository correlated with state agency and Wyoming State Law Library needs
* state documents depository
* participate in developing an electronic legislative information service
* reference and research collection for state government, including electronic formats
* media equipment to support dissemination and use of nonprint information in state agencies

The committee recommends that the consultative services of the State Library to agencies and libraries be greatly enhanced and improved. Further, the committee recommends that direct circulation of material to private citizens be eliminated. In addition, specific administrative, operational and technical assistance should be offered to a greater degree to meet the developmental needs of the specific types of libraries.

The SLAMH Board recognizes, and the study committee concurs, that current collection development policies represent historical back-up library collection needs which are no longer valid and which have resulted in significant duplication of public library collections. Steps have already been taken by the Board and staff to begin evaluating the collection to eliminate duplication and improve service to state government. The committee recommends that material withdrawn from the State Library and relocated to other libraries in the state, have the new locations of the material included in the state-wide database.

The committee recommends the continued development of the state-wide database, as well as strategic planning for expanded automation applications and telecommunications networks at the

state level.

The committee recommends the implementation of State Library collection development policies to support the goals of information service to state government. This new emphasis should focus on current information and material relevant to state government activities in a variety of formats.

The committee recommends that the State Library, in cooperation with appropriate government agencies, take action to help reduce unnecessary duplication in state agency libraries and special resource collections and to provide reasonable cataloging and information access in the state-wide database. This is not intended to eliminate office working collections or materials needed to support day-to-day operations; rather, the action should lead to less duplication of resources, greater information access, and enable the State Library to become the primary library and information service provider to meet the needs of state government.

Reductions in the size and scope of the collection and enhancements in information access technology will change the role of the State Library as a center for interlibrary loan and reference activity. The committee recommends that the State Library develop, fund and promote new models for these activities which enhance library cooperation at every level within the Wyoming library community. The models should encourage and reward innovative interlibrary cooperation. Contracts and/or grants should be awarded as appropriate. The committee recommends that library cooperation protocols for Wyoming be rewritten to recognize the changing information access environment and to establish service patterns that will effectively link libraries regionally and nationally. The committee also recommends that the State Library identify and designate regional resource libraries, as well as specialized collections within the state, and emphasize their development. Further, the committee recommends consideration be given to providing subsidies to net lenders within the Wyoming interlibrary loan network.

Under previous SLAMH Board and University directives, the State Library and the University Libraries are resolving the regional federal documents depository issue in favor of relinquishing a regional federal documents depository for Wyoming while retaining necessary federal documents in the state on a selective basis. At this time, neither the University Libraries nor the State Library have the resources to maintain a regional depository (see Appendix C). The State Library should coordinate with the Legislative Service Office, the Wyoming State Law Library and government agencies to develop a specialized selective federal documents collection to serve government agency constituents. This action will result in significant savings in space requirements in the Supreme Court/State Library Building.

The resolution of the federal documents depository situation (see Appendix C) will allow the State Library to focus attention on and use available space to improve its primary role regarding Wyoming state documents as mandated in Wyoming Statutes 9-2-417(c). Recognizing that neither the State Library nor the University Libraries are currently receiving all published state documents, the committee recommends that the State Library continue to develop more effective liaison relationships with state agencies to assure the acquisition of state documents. Quality cataloging, collection maintenance and effective information access should also be assured.

The State Library should offer to assist the Legislature in enhancing its dissemination of legislative information in cooperation with the Legislative Service Office and other appropriate offices. As the need for information increases and information management technology improves, this cooperation could amplify the public's knowledge of the status of legislation before, during and following a legislative session. The existing network of county libraries, working with the State Library, could serve as legislative information distribution centers.

V.

FEDERAL FUNDING

(iii) Determine the status of federal funding if such a merger is accomplished.

Wyoming Statutes 9-2-416(a) designates the SLAMH Board as the recipient of federal funds for development of public library services in Wyoming. A draft copy of this report was reviewed by the U.S. Department of Education, Office of Educational Research and Improvement, Library Programs, the office responsible for federal library funds under the Library Services and Construction ACT (LSCA). Assurance was received that the recommendations made in this report will not jeopardize the status of federal (LSCA) funding for Wyoming, although the State Library may not be able to use the current level of funding for operations support.

The committee recommends that the Legislature work toward assuming a larger share of funding for the State Library with a goal of 100% state funding. The shift in State Library priorities to become the library for state government and information services will require a realignment of funding within the agency. Federal funds may not be utilized to support library services to state government. These funds should be redistributed within the state for the development of library cooperation, networking and resource sharing throughout the state.

The State Library's 1991-92 biennium budget summary indicates that 27.9% of the total agency budget is federal funds, of which 54% is being used for salaries. A larger ratio of state funding will be necessary to support enhanced state government library and information services, allowing a greater share of federal funds to be utilized in the areas of consultation and coordination roles for the State Library.

(iv) Determine the feasibility of locating a branch of the state library at Cheyenne and transferring the location of the state library to Laramie.

In view of the evidence from the study and the foregoing conclusions, transferring the State Library to Laramie and locating a branch of the State Library at Cheyenne is feasible, but such an action is not considered reasonable or desirable. The committee recommends that the location of the State Library remain in Cheyenne, preferably in the Supreme Court/State Library Building, and that there be no merger of the State Library and the University Libraries. The advantages of this conclusion, coupled with others in the report, are several:

* retention of government library services in the capitol complex;
* retention of the State Library in the same facility with the Wyoming State Law Library, both of which rely on many of the same materials to serve state government;
* recognition of the on-going governmental reorganization initiative and the proposed realignment of the State Library to the proposed new Department of Administration;
* no relocation costs;
* no need at this time for a new State Library building;
* no administrative reorganization between the State Library and the University Libraries;
* no State Library personnel dislocation;
* no disruption of necessary State Library functions and services.

A State Library based on the premises of this report will have a number of positive effects:

* enhancement of information services to state government;
* reorientation of State Library collection scope (including state documents) to serve state government;
* reduction of State Library collection size;
* elimination of direct library material circulation to the general public, although the State Library as a specialized reference and research library will remain open to the public;
* elimination of the regional federal documents depository program while retaining a selective depository program for all documents needed by the agency;
* development of new models for interlibrary loan and reference service networking and resource sharing;
* strengthened consultative and coordinating roles for the State Library to public, school, institutional, academic, special, and agency libraries.

VII.

SUMMARY OF RECOMMENDATIONS

The study committee recommends that:

--the State Library publish an implementation and evaluation plan for the report's recommendations within six months of its adoption. (p. 7)

--approximately 30% (5,912 square feet) of the existing floor stack space at the State Library be freed for other use. (p. 9)

--the State Library continue the program of reducing space requirements by contracting responsibility for selected collections to other libraries in the state (similar to arrangements made for the genealogy collection located in the Laramie County Library), disperse duplicate material to other libraries, use new information technologies, and consider the use of high density shelving. (p. 9)

--the State Library work with the Wyoming State Law Library to maximize the greatest potential access to their respective collections. (p. 10)

--the consultative services of the State Library to agencies and libraries be greatly enhanced and improved. (p. 12)

--direct circulation of material to private citizens be eliminated. (p. 12)

--material withdrawn from the State Library and relocated to other libraries in the state, have the new locations of the material included in the state-wide database. (p. 12)

--the continued development of the state-wide database, as well as strategic planning for expanded automation applications and telecommunications networks at the state level. (p. 12)

--the implementation of State Library collection development policies to support the goals of information service to state government. (p. 13)

--the State Library, in cooperation with appropriate government agencies, take action to help reduce unnecessary duplication in other state agency libraries and special resource collections and to provide reasonable cataloging and information access in the state-wide database. (p. 13)

--the State Library develop, fund and promote new models for these activities which enhance library cooperation at every level within the Wyoming library community. (p. 13)

--library cooperation protocols for Wyoming be rewritten to recognize the changing information access environment and to establish service patterns to effectively link libraries regionally and nationally. (p. 13)

--the State Library identify and designate regional resource libraries, as well as specialized collections within the state, and emphasize their development. (p. 13)

--consideration be given to providing subsidies to net lenders within the Wyoming interlibrary loan network. (p. 13)

--the State Library continue to develop more effective liaison relationships with state agencies to assure the acquisition of state documents. (p. 14)

--the Legislature work toward assuming a larger share of funding for the State Library with a goal of 100% funding. (p. 15)

--that the location of the State Library remain in Cheyenne, preferably in the Supreme Court/State Library Building, and that there be no merger of the State Library and the University Libraries. (p. 17)

VIII.

OTHER ISSUES AND CONCERNS

In the course of the study, the committee identified two other issues which, although not specifically related to the footnote and the charge to the committee, merit attention:

--The State Library presently assumes some responsibility for assisting school library/media centers to meet their needs. There is no formal relationship between the State Library and the State Department of Education and little or no communication between the two agencies. There is no library/educational media specialist in the Department of Education to address relevant needs. The committee believes there must be greater coordination between the two agencies regarding their respective roles, and the committee suggests that the State Library and the Department of Education jointly reexamine their responsibilities for providing consultant and support services for school library/media centers.

--The committee encourages greater effort on the part of the University Libraries to work closely and more harmoniously with others in the state to resolve statewide library issues and to establish a creditable reputation for supporting library and information service in the state.

APPENDIX A
The State Library Long Range Plan

FINAL REPORT

LONG RANGE PLANNING COMMITTEE

WYOMING STATE LIBRARY

The Long Range Planning Committee for the Wyoming State Library was charged to develop a process and a document that would provide guidance to the State Library in reevaluating and planning for services offered to the library community and the citizens of the state. In discharging this responsibility, the Committee met first in May 1985, during which time the Committee critically examined the present role and services of the Library and roughed out a strategy for developing a long-range planning process. In September 1985, the Committee met again, this time with an outside facilitator-consultant, for the purpose of drafting a mission statement and a set of goals that were to be used as a starting point from which the library community could consider the present and future activities of the State Library. Following a presentation of the draft mission statement and goals to the State Library staff in early October and to the State Library Board later the same month, the drafts and a summary of the issues raised by State Library staff were distributed to the Wyoming library community through direct mailings and via publication in The Outrider. In May 1986, six hearings were held around the State to receive reactions and suggestions from the library community and concerned citizens. Based on the input received in those hearings, the Committee, meeting with the consultant in August, 1986, revised the mission statement and goals and prepared the final document for submission to the Wyoming library community and to the Wyoming State Library Board.

The major recommendations of the Committee, both of which emerged from the hearings, are two; both address the need of the State Library to redefine its role and services:

(1) THE STATE LIBRARY SHOULD BECOME A CONSULTATIVE AND COORDINATING AGENCY FOR LIBRARIES IN THE STATE.

(2) THE STATE LIBRARY SHOULD BECOME AN INFORMATION SERVICE AGENCY FOR STATE GOVERNMENT.

The first recommendation reflects the need for the State Library to make the transition from a collection-based agency providing backup resources to the libraries of the state to an agency with major focus on providing consultation services and functioning as the coordinating agency for library activities in the state. The second recommendation provides the direction and scope for the direct library services provided by the agency, i.e., it will act as a special library for state government and become the major resource in the state for materials and resources related to the information needs of state officials and employees. The reorientation of role and services supported by these two recommendations was a common theme reiterated throughout the hearings. The Wyoming library community in the aggregate clearly called for the State Library to assume a stronger leadership role vis-a-vis the libraries of the state and to refine its services to reflect such a role.

The document submitted by the Long Range Planning Committee is predicated on these two major recommendations. The mission statement and goals rest on the underlying premise that the State Library will work toward becoming such an agency as called for in the two recommendations. The document itself consists of the mission statement and nine goals. Where necessary for clarity, goals have been annotated with explanatory comments. Specific recommendations to the State Library for work toward achievement of individual goals are made. As with the two major recommendations, the recommendations related to specific goals reflect concerns and comments offered during the statewide hearings.

This document is envisioned as a guide for the development of the Wyoming State Library for the next five years. The Committee has consciously not prioritized the goals enumerated: all are considered vital. It is left to the State Library to design the most appropriate way to accomplish the goals as soon as feasible; hence the action plan and time line for implementation of the recommendations and for realization of established goals will be the responsibility of the State Library. The "Long Range Plan for the Wyoming State Library" will be comprised of this document and the action plan and time line that the State Library will develop.

The recommendations are addressed directly to the State Library. However, as may be quickly discerned by reading them, many of the recommendations will involve cooperation, dedication, and plain hard work from the Wyoming library community. It is the consensus of the Committee that the State Library alone cannot achieve what has been recommended--nor should it attempt to do so. The advancement of library and information services for citizens of the state is the challenge for all Wyoming libraries. Only by working together can the vision of equal access to information for all Wyoming citizens be realized.

WYOMING STATE LIBRARY

MISSION STATEMENT AND GOALS

THE PURPOSE OF THE WYOMING STATE LIBRARY IS TO ENSURE THAT WYOMING CITIZENS HAVE EQUAL ACCESS TO INFORMATION THROUGH PROVIDING

- *** SERVICES TO ENHANCE THE ABILITY OF WYOMING LIBRARIES TO SERVE THEIR CLIENTELE;**
- *** DIRECT INFORMATION SERVICES TO ELECTED AND APPOINTED STATE GOVERNMENT OFFICIALS AND EMPLOYEES;**
- *** FACILITATION OF LIBRARY DEVELOPMENT STATEWIDE AND COORDINATION OF STATEWIDE LIBRARY DEVELOPMENT;**
- *** REFLECTION OF WYOMING LIBRARIES IN REGIONAL AND NATIONAL INFORMATION POLICY FORUMS.**

To achieve this mission, the Wyoming State Library establishes the following goals:

THE STATE LIBRARY, WITHIN ITS DEFINED ROLE AND SCOPE, WILL PROVIDE SUPPORT SERVICES TO LIBRARIES IN WYOMING IN APPROPRIATE AREAS.

Recommendations

1. Develop service policies reflecting the change in orientation of the State Library toward a consultative and coordinating agency. Such policies should be developed at both agency and division levels.

2. Establish a task force composed of representatives from the school library community, the State Library, and the University of Wyoming College of Education to determine needs and priorities for service to school libraries, if monies can be made available, and to produce a document to be used in discussions between the State Library and the Department of Education relative to responsibility and funding for support services to school libraries in the state.

3. Consider means to better integrate special libraries into the Wyoming library community and consider the feasibility of including special library collections in the statewide database.

AREAS IN WHICH THE WYOMING STATE LIBRARY WILL PROVIDE SUPPORT SERVICES WILL INCLUDE:

* CONTINUING EDUCATION

Recommendations

1. Develop a structured plan for continuing education targeted to the different audiences and levels identified in the hearings:

   a. basic, not-for-credit offerings;

   b. more advanced, not-for-credit offerings;

   c. courses for graduate credit.

      (1) Investigate the feasibility of delivery of an ALA-accredited program in Wyoming.

In designing and implementing this continuing education plan, the State Library should consider its responsibility to include that of facilitator and not to be solely that of direct provider.

* CONSULTING

Recommendations

1. Consider the role of the State Library in consulting to include identification and facilitation of access to consulting expertise, as well as direct provision.

2. Consistent with the change in orientation of the State Library toward a consultative and coordinating agency, explore means to foster dispersal of basic level consulting among the libraries in the state. Such an approach assists in building working relationships within the library community, encourage multitype cooperation, and enhances the base of expertise in the state.

* STATISTICAL COLLECTION AND ANALYSIS & PERFORMANCE MEASURES

Recommendations

1. Expand the statistical collection and analysis program to include the academic libraries in the state.

2. Provide annual statistical reports to participating libraries.

3. Align statistical collection programs for consistency with national statistical gathering projects.

* STANDARDS DEVELOPMENT, SUCH AS CERTIFICATION

The State Library will continue to be responsible for establishing goals for coordination of standards development for public libraries.

Recommendations

1. Update the 1983 Public Library Standards during 1988.

2. Explore the feasibility of certification for public librarians.

* COMMUNICATION AND PUBLIC INFORMATION

Recommendations

1. Examine the appropriateness of the State Library continuing publication of Wyoming Library Roundup in light of current resource constraints and competing demands. Consider alternative means to provide the functions currently served by the publication.

* LEGISLATION

The State Library will actively seek to support and promote legislation to facilitate and enhance the ability of Wyoming libraries to serve the citizens of the state.

* TECHNOLOGICAL DEVELOPMENT

The State Library will actively promote and support the understanding and use of new technological developments for the delivery of library services in the state.

* RESOURCE SHARING AND NETWORKING

Recommendations

1. Appoint a task force to critically evaluate mechanisms to deliver and expand backup reference service, including revision of reference referral protocols. The task force should plan for the transition of the State Library from a collection based to a consultation and coordination based agency.

2. Begin efforts toward coordinated collection development activities in the state.

3. Make available for sale to school libraries, special libraries, and other information entities the published statewide database in whatever the current form may be, i.e., COM, CD-ROM, etc.

4. Establish a task force to examine and recommend alternatives to the centralized acquisitions program that will determine and preserve the availability of the irreplaceable elements of the service and determine the cost effectiveness of resource expenditure. The task force should include representatives of program participants, State Library staff, and other appropriate persons.

5. Establish a clearinghouse function for speakers, programs, vacancy notices, continuing education opportunities, and other appropriate items. Determine the most appropriate means for providing this service, such as a newsletter, electronic bulletin board, recorded message, etc.

THE STATE LIBRARY WILL COORDINATE FEDERAL LSCA PROGRAMS AND ANY SUCCESSORS AND WILL ENSURE COMPLIANCE OF WYOMING LIBRARIES WITH STATE AND FEDERAL REQUIREMENTS.

Recommendations

1. Work toward application of 100% of available LSCA funds to grants.

2. Insofar as consistent with federal regulations, base priorities for LSCA Advisory Council, on the State Library Mission Statement and Goals.

THE STATE LIBRARY WILL DIRECT THE RESPONSIBLE DEVELOPMENT, SUPPORT, MAINTENANCE, AND USE OF THE STATEWIDE BIBLIOGRAPHIC DATABASE. THE STATE LIBRARY WILL ASSURE QUALITY CONTROL OF THE DATABASE.

Recommendations

1. Undertake a long range planning effort to guide the development and application of the statewide database, to address such issues as

   --coordinated statewide collection development;

   --expansion of the database to include all formats and all libraries;

   --offline products;

   --hardware and software enhancements;

   --copyrighting the database.

2. In coordination with the Geac Users Council, develop a written document that defines the relationship between the State Library and the Council and the rights and responsibilities of each vis-a-vis the statewide database.

3. Keep the entire Wyoming library community informed of statewide database successes and progress and the potential applications under consideration.

THE STATE LIBRARY WILL ACTIVELY PROVIDE DIRECT, SPECIALIZED INFORMATION SERVICES TO STATE GOVERNMENT.

The Wyoming State Library will serve as the special library for state government in a manner similar to the provision made by a special library in a corporation and will design and market services to this constituency.

Recommendations

1. Establish a liaison program for outreach to state agencies. Personnel should be expected to regularly visit other agencies to determine information needs and to provide appropriate services.

2. Establish a marketing program for this service that includes goals and objectives, staff training, and evaluation.

THE STATE LIBRARY WILL CONTINUE TO DEVELOP AND MAINTAIN A SPECIAL COLLECTION FOR STATE GOVERNMENT, INCLUDING A WYOMING STATE DOCUMENTS DEPOSITORY.

Pending further review, the State Library will remain a regional depository for federal documents.

Recommendations

1. Explore with the Wyoming library community the options for more effective and efficient depository arrangements for federal documents in the state.

2. Work with the University of Wyoming Library to establish and maintain effective procedures for acquiring and exchanging state documents.

3. Develop a collection development policy that reflects the change from a general collection based agency to a consultative and coordinating agency and that reflects the role of the State Library as a specialized library for government. The policy should reflect continued collection of professional materials supportive of the State Library's role in consultation, coordination, and continuing education.

THE STATE LIBRARY WILL CONTINUE AND ENHANCE ITS LEADERSHIP ROLE IN PROMOTING THE IMAGE OF WYOMING'S LIBRARIES AND WILL CONTINUE TO PROVIDE LEADERSHIP IN AREAS OF CONCERN TO WYOMING LIBRARIES.

The State Library will actively promote the visibility and seek to enhance the image of libraries in Wyoming by public relations efforts directed to government, the public at large, and the profession. Areas of concern in which the State LIbrary will provide leadership and direction will include but are not limited to funding, resource sharing, and technology.

Recommendations

1. Develop and implement a plan of action to promote the positive image and enhance the status of Wyoming libraries, being sensitive to local conditions.

THE STATE LIBRARY WILL SEEK COOPERATION WITH OTHER ENTITIES AND INTERESTS IN THE LIBRARY AND INFORMATION ENVIRONMENT.

Agencies and organizations with which the Wyoming State Library will seek cooperation will include but are not limited to:

--other state information agencies, such as the Legislative Service Office and the Economic Development and Stabilization Board;

--federal information agencies;

--higher education agencies;

--entities providing support services for libraries, such as the Bibliographical Center for Research.

Recommendations

1. Address immediate concern toward dealing with telecommunications issues and opportunities.

THE STATE LIBRARY WILL REFLECT CONCERNS OF WYOMING LIBRARIES IN REGIONAL AND NATIONAL FORUMS.

The Wyoming State Library will cooperate and coordinate with other library entities in reflecting Wyoming concerns in the state, region, and nation.

THE STATE LIBRARY WILL REMAIN RESPONSIVE TO ITS CONSTITUENCIES BY AN ONGOING PROCESS OF OPEN PLANNING AND EVALUATION.

Recommendations

1. Establish a process and a plan to regularly update the long range plan and to evaluate progress made. Such a plan

should set target dates for assessments at both individual goal and overall plan levels.

2. Provide an annual report on the plan to the Wyoming library community.

APPENDIX B
Merger Feasibility Study Committee Members

COMMITTEE MEMBERS

**Keith M. Cottam, Chairman (the university librarian)
Office of the Director
University of Wyoming Libraries
Box 3334
Laramie, Wyoming 82071-3334

**Bill Hines (member of the State Library Archives, Museums and Historical Board)
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**Sandra Donovan (member of the State Library Advisory Council)
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**Lesley Boughton (member of the Wyoming Library Association)
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Rawlins, Wyoming 82301

**Alice Meister (librarian-at-large)
Sheridan County Public Library
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**Brent Boehme (librarian-at-large)
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Evanston, Wyoming 82931-6002

**Bill Vasey (legislator)
Carbon County Public Library
Carbon Building
3rd & Buffalo
Rawlins, Wyoming 82301

**Lorraine Summers (consultant)
505 Live Oak Plantation Road
Tallahassee, Florida 32312

APPENDIX C
The Wyoming Federal Documents Depository Program

NOTE: The Wyoming State Library has reached a tentative agreement with Utah State University (USU) that the USU Merrill Library can satisfactorily serve the needs of the State of Wyoming as its Regional Federal Documents Depository. The following letter from the Merrill Library cites the progress in the negotiations at the time this report was published.

UTAH STATE UNIVERSITY

MERRILL LIBRARY AND LEARNING RESOURCES PROGRAM
Library and Information Services
Logan, Utah 84322-3000
(801) 750-2631

September 25, 1989

Mr. Jerry Krois
Acting State Librarian
Wyoming State Library
Supreme Court and State
Library Building
Cheyenne, Wyoming 82002-0650

Dear Mr. Krois,

I want to thank you for all of the information you have provided me regarding your Federal Government Documents Program. It has been most helpful in determining our response to you relative to the possibility of our Library serving as Regional Depository for the State of Wyoming.

We have reviewd the issues, as we see them at this time, and have concluded and are confident Merrill Library, Utah State University, can satisfactorily serve the needs of the State of Wyoming as its Regional Depository Library. Please know, we have not taken the responsibilities this type of relationship will require lightly. We are committed to providing Wyoming the same high level of service we currently extend to the selective depository libraries and citizens of Utah, should a partnership be formalized.

With respect to funding, we would require a budget of approximately $5450.00 to cover expenses created by this agreement. This suggested budget includes:

1. $4265.00 — Part-time student documents assistant, operating expenses, administrative overhead.

2. $ 735.00 — Annual Selective Depository Site inspection travel exspenses. (500 miles x .23 per mile; six days per diem x $70.00).

3. $ 450.00 — Half of the expenses ($900.00) to send Utah's Regional Depository Librarian to "Regional Depository Librarians' Meeting" and "Fall Meeting of Depsitory Library Council to the Public Printer" (Washington D.C., October 12-16, 1989).

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4. $??.?? Membership in Wyoming Library Association.

This figure of $5450.00 assumes that the actual discarding of depository materials currently housed in the Wyoming State Library can take place on site, using Wyoming resourses. Should Merrill Library be required to actively participate in that discard, an additional fee would be expected.

If this proposal is acceptable, please complete the sample contract you sent me earlier. We had no problem with the language of that contract, however, if we proceed any further, we will need to have the proposed contract reviewed by our University Attorney.

Please contact me if further discussion is needed. I'll look forward to your reply.

Sincerely,

Robert G. Murdoch

Robert G. Murdoch
Associate Director
Public and Technical Services

cc Max P. Peterson

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